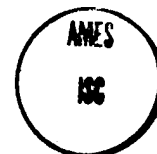


<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 11 Mar
<b>TO:</b> DDA		
<b>ROOM NO.</b> 7D18	<b>BUILDING</b> Headquarters	
<b>REMARKS:</b>  EXO/DDA <u>Em 13-3</u>  DDA REGISTRY		
<b>FROM:</b>		
<b>ROOM NO.</b>	<b>BUILDING</b>	<b>EXTENSION</b>

Central Intelligence Agency



Washington, D.C. 20505



LOGGED

11 MAR 1986

OIS\*116\*86  
11 MAR 1986



70-7

Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office (Z)  
General Services Administration  
18th and F Streets, N.W.  
Washington, DC 20405

Dear Mr. Garfinkel:

Thank you for the opportunity to comment on the the Department of Justice (DoJ) recommendation that the Information Security Oversight Office (ISOO) develop standardized jackets and labels for classified diskettes.


We, too, have been concerned about the need to protect classified information contained in automated data processing (ADP) storage media. This problem, however, goes beyond protecting diskettes and includes any and all ADP storage media. We define ADP storage media to include reel tapes, cassette tapes, floppy disks, and cartridge disks, and devices that contain nonvolatile memory or nonremovable storage media.

In our opinion, nonremovable labels affixed to ADP storage media offer the most effective means of identifying and protecting classified information stored in ADP media. We have developed three types of nonremovable labels to identify both classified and unclassified information stored in ADP media to be used as follows:

- a. A red label for classified data;
- b. A blue label for unclassified data; and
- c. A white data description label to be filled in and affixed to all, both classified and unclassified, ADP storage media.

Instructions concerning the use and placement of the labels are being coordinated within the Agency. Once approved, use of the labels will be mandatory for all ADP storage media in the Agency. In addition, Agency employees will be reminded of their individual responsibilities for the protection of classified information stored in the ADP media.


We believe the DOJ's recommendation to use standardized jackets to identify diskettes containing classified information is too limited in its scope since it could be used with only one ADP medium, i.e. diskettes, whereas, the National Security Agency (NSA) label, similar to ours, has broader applications and can be used on a wide range of ADP storage media.

This Agency endorses the use of labels to identify classified information stored in ADP media. We recommend ISOO promote the use of nonremovable labels to identify the classification level of all information, unclassified as well as classified, stored in ADP media. Enclosed are samples of the three labels developed by the Agency. If you have any questions or if we can be of assistance, please contact 

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Director of Information Services

Enclosures

DDA/OIS/IRMD/IMB,  (3 March 86)

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**Distribution:**

Original w/encl - Addressee  
1 - D/OIS chrono  
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1 - IMB subject with background.  
1 - EME/IMB/IRMD

ROUTING AND TRANSMITTAL SLIP		Date
		3 FEBRUARY 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF INFORMATION SERVICES		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - ACTION

Please respond direct by telephone or  
prepare a response for the DDA's signature.

SUSPENSE FOR WRITTEN RESPONSE: 26 MAR 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

5041-10

\* U.S.G.P.O.: 1983-421-529/320

 OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

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January 23, 1986

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Mr. Richard J. Kerr  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

REFERENCE


Dear Mr. Kerr:

Section 5.2(b)(7) of Executive Order 12356 authorizes the Director of the Information Security Oversight Office (ISOO) to prescribe, in coordination with affected agencies, standard forms that will promote implementation of the information security program. Recently ISOO received a request from the Department of Justice (DOJ) to evaluate the merits of a suggestion calling for the issuance of standardized jackets and labels for classified diskettes. The suggestion appears worthwhile. If adopted, it might reduce the likelihood of compromise of classified information on diskettes and allow classified diskettes to be more easily recognized. The labels might also be useful for identifying classified information in other small containers, such as micrographics.

Before we act on the DOJ's recommendation, we would appreciate receiving your comments on the need and use of each of these forms. That is, we need to know whether you favor standardization of both forms or only one, and for what reasons. We enclose a copy of a jacket and label design accompanying the DOJ suggestion (enclosure 1) and a copy of a label that the National Security Agency uses for identifying classified diskettes (enclosure 2). If ISOO decided to implement the DOJ suggestion, we would develop proposed form designs for the jacket and label forms and circulate them to all affected agencies. The form designs would conform with the recently issued standardized cover sheets.

Please let us know your views either in writing or by telephone no later than March 28, 1986. Calls should be directed either to Ethel R. Theis or Laura S. Kimberly at 535-7251.

Sincerely,



STEVEN GARFINKEL  
Director

2 Enclosures

ENCLOSURE 1

# TOP SECRET

**APPROPRIATE SECURITY  
WARNING WOULD  
APPEAR HERE**

**2D**

Soft Sector  
Double Side/Double Density  
Uninitialized  
48TPI 36/40 Tracks

Reorder Number: M14A



**TOP SECRET**

**MATERIAL  
CONTAINED ON  
THIS DISK**

ENCLOSURE 2

